



Video Conferencing with the Polycom

Interactive Classroom Experiences for your Students

ESM' Equipment and Connection Specifications

- Polycom HDX 7000
- Connects via **IP Addresses ONLY** (check with your building's computer lab TA for IP address)
- The Polycom will talk to other Polycoms and Tandberg Systems
- Separate Internet pipe/bandwidth (not competing with other Internet activities)

Setting up the Poly Pod

- Plug-in power cord
- Plug-in Internet cable to live network drop
- Have projection unit on cart pointing at screen or blank wall where you are going to project image
- Have microphone "muted" until you need it by clicking the mute button on the microphone
- Camera will automatically be turned on when you plug it the cart.
- Pick up remote to control camera direction and to access menu.
- Use remote to "dial" the IP address of the school/classroom you are conferencing. (menu should open automatically, if not, click the DISPLAY button on the Poly's remote)
- If calling another ESM school, click the DIRECTORY button on the remote to access of the schools preprogrammed numbers (IP addresses). Click the Select button or Green Phone button to place call.

Video Conferencing "Tips"



Do a **test run** ahead of time (make sure your connection with partnering classroom is successful)



Mute microphone until you need it (very sensitive.....PICKS UP EVEN A WHISPER!). Make sure students are aware of microphone sensitivity!!



Know where your camera is pointing (**avoid embarrassing camera shots**).
Have camera angled upwards and straight on what you want viewers to first see.



If camera goes into “sleep mode”....**pick up remote to wake up!**



Have **PIP (picture in picture)** window open so you can see what your audience will see (click “Display” button on remote to turn on/off)



Helps if you can have a **camera operator** and then a **facilitator**.



Decide if students will be in one group in front of the camera, or in smaller groups around the room. Pre-program each group’s location into remote for easy camera shots.

CAPSpace: Collaborations around the Planet

Two-Way Interactive Connections in Education

Web Address: <http://projects.twice.cc>

Creating Your Own Account

- Create your own account using your school email address and a password.
- You will need to “confirm” your account via an email link that CAPSpace will send you.
- Log-in to your account and set your personal account settings by clicking the “My Settings” link at the top. Use the buttons on the left of the “My Settings” page to navigate to the different sections (i.e. email, personal, picture, about me).

Two Types of Projects in CAPspace

Collaborations:

- Teacher created and maintained
- Posted under Projects, Collaborations
- Find your own partner

- Usually a point to point videoconference
- Create your own support materials
- Do not require verified equipment profiles

Events:

- Centrally managed and coordinated
- Find under Projects, Events
- Dates & times are already set
- Event coordinator finds your partner class(es)
- Some are point to point and some are multipoint
- Support materials are already created for you
- Require verified equipment to register

To Participate in a Collaboration

- Click SEARCH link at top of page
- Click COLLABORATIONS link at left
- View ALL or choose BASIC or ADVANCED search options.
- Search by grade level, topic, or activity (sometimes less is more)
- Pay attention to dates (Will it fit in your schedule and curriculum time line?)
- What prep work needs to be done ahead of time? (Student email addresses? Parent permission forms?)
- Pay attention to connection method (IP Address ONLY)
- Use "Sign-Up" method provided in project description (usually teacher's email address, telephone number, etc.)

To Participate in an Event

- Click on MY Projects (scroll down page to view list of events)
- Pay attention to WHAT organization is offering the program.
- Note WHO is eligible to participate (may be restricted by state or organization)
- Note the COST. **Some multipoint events are not free.**

To Submit/Write Your Own Activities

- Click MY PROJECTS
- Click COLLABORATIONS
- Click the NEW
- Use the [simple form](#) to begin or use the [detailed form](#) to provide additional details. ---
- Unsure of where to begin? Consider starting with one of the [templates](#) instead.

Don't recreate the wheel: Check out other teacher's write-ups for ideas and wording!!